United Nations ST/IC/2009/20

Secretariat

21 April 2009

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2009 competitive examination for Arabic-language proofreaders/copy preparers/production editors**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the 2009 competitive examination for Arabic-language proofreaders/copy preparers/production editors, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1.

2. A competitive examination for Arabic-language proofreaders/copy preparers/production editors will tentatively be held on **22 October 2009** in New York, Geneva and other locations, according to the number and location of qualified applicants invited to take the examination. The purpose of the examination is to establish a roster from which present and future vacancies for Arabic-language proofreaders/copy preparers/production editors at United Nations Headquarters in New York and at other duty stations will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as to qualified external applicants. Staff members of subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or a special mission are considered external applicants for the purpose of this examination. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for Arabic-language proofreader/copy preparer/production editor posts as they occur in the language sections in New York and at other duty stations. Successful candidates will be offered new appointments with the United Nations, subject to normal United Nations Secretariat recruitment procedures and standards. Assignments are subject to rotation (mobility), and Arabic-language proofreaders/copy preparers/production editors may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Arabic-language proofreaders/copy preparers/production editors are expected to serve **a minimum of five years** in a language post. The

* Expiration date of the present information circular: 31 December 2010.

Please recycle

assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 14 to 16 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language;[1]

(b) Have a perfect command of Arabic and an excellent knowledge of English and at least one of the other official languages of the United Nations (Chinese, French, Russian or Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that applicants' claims to knowledge of official languages must be supported by relevant documentation in their official status file. Staff members who have been enrolled in a United Nations language course in any of the languages should have passed the United Nations language proficiency examination in that language. Applicants who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages by attaching to their application a photocopy of a diploma or certificate from a language school or a brief explanation of how they acquired their claimed knowledge of the languages. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold at least a three-year university degree from a university or institution of equivalent status at which Arabic is the principal language of instruction;

(d) Have relevant experience in the printing and publishing industry;

(e) Be able to use computer workstations. Word-processing knowledge is a requirement. Knowledge of desktop publishing is an advantage.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. In order to meet the Organization's needs to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who have reached the age of 56 by the deadline of submission of applications, 17 July 2009, will not be admitted to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

7. All applicants should submit with their application a one-page essay in Arabic explaining the reasons for their interest in taking the examination. All applications will be reviewed by the Board of Examiners. If a large number of applications is received, the Board reserves the right to admit to the examination only the most

[1] "Main language" should be understood to be the language into which the applicant is best able to work. Applicants' claims to Arabic as their main language must be supported by relevant documentation in their official status file.

qualified applicants based on a review of qualifications that are over and above the minimum criteria set out in paragraph 4 above. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

8. The examination will consist of two parts:

(a) An eliminatory written examination on proofreading, copy preparation and language knowledge;

(b) A computer test on desktop publishing skills and knowledge of printing.

9. The written examination, to be held tentatively on **22 October 2009**, will consist of the following four papers:

(a) Copy-editing and copy preparation of a text intended for typesetting (2 hours and 15 minutes);

(b) An Arabic-language aptitude test (45 minutes);

(c) Proofreading against a manuscript (2 hours);

(d) A language aptitude test in the two additional languages (1 hour).

10. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, examinees may not use personal computers to prepare their papers. **Graphic arts rulers are allowed.**

11. On the basis of the results of the examination, the Board of Examiners will invite selected examinees to take a computer test on desktop publishing skills and knowledge of printing, which will normally take place several weeks after the written component of the examination. The computer test will consist of:

(a) Formatting of text and tables based on a marked-up manuscript and a given electronic template (layout specifications and style sheet) using Adobe InDesign CS3. Placement of graphics and images is not required (2 hours);

(b) Questionnaire on printing knowledge (30 minutes).

12. After the computer test, the Board of Examiners will invite selected examinees to a competency-based interview. The Board will interview each examinee to assess whether he or she possesses the competencies required for the position. Both the computer test and the interview are an integral part of the examination. Therefore, examinees at these stages should **not** assume that they will automatically be offered an assignment.

13. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All examinees admitted to the examination will be informed in writing of the Board's final recommendation. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results.

14. Successful candidates who receive an offer of appointment are expected to accept it.

15. Staff members selected to fill vacancies will be recruited as Arabic-language proofreaders/copy preparers/production editors according to the staff rules in force.

16. In accordance with the needs of the service or section concerned, proofreaders/copy preparers/production editors may be called upon to work outside of normal working hours, including on weekends and holidays.

17. Staff members applying for the examination should complete the attached form and submit it, together with a copy of their P.11 or Personal History Profile (PHP) form and the required essay, **no later than 17 July 2009** to:

2009 competitive examination for Arabic-language proofreaders/copy preparers/production editors
Examinations and Tests Section
Strategic Planning and Staffing Division
Office of Human Resources Management
Room S-2575 A
United Nations Secretariat
New York, NY 10017
Fax No.: 1-212-963-3683
E-mail: OHRM_exam@un.org

18. Applications may be sent by e-mail, facsimile or mail. Applications received after the deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail or facsimile, rather than through the mail. Applications that are incomplete (without the P.11 or PHP form and essay) or are received after the above deadline will **not** be considered.

19. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to send their applications directly to the Examinations and Tests Section through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 17 July 2009, the deadline for receipt of applications in the Examinations and Tests Section.

Application for staff members only

2009 competitive examination for Arabic-language proofreaders/copy preparers/production editors

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/Office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax No. _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[1] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 form or, preferably, a PHP form and the required essay and attach them to this application. Describe your work experience, giving dates and length of time and the organization for which you have worked as an Arabic-language proofreader/copy preparer/production editor.

Incomplete applications will not be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

I have read information circular ST/IC/2009/20, and I understand that, if I am successful in the 2009 competitive examination for Arabic-language proofreaders/copy preparers/production editors and am recommended for inclusion in the roster, my assignment as an Arabic-language proofreader/copy preparer/production editor will be subject to my acceptance of the conditions of service indicated in paragraphs 3 and 14 to 16 of the circular.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)